

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Wednesday, May 28th, 2014 @ 3:45 PM
Eddyville Elementary School Library
702 Vance, Eddyville, Iowa**



Board Members Present: Greg Kenning, Desiree Johnson, Tom Lazio, Joy Prothero and Deb Deere.

Board Members Absent: None.

Community Members Present: Angela Livezey (North Mahaska CSD), Heather Miller (CCR&R-CCC), Tracey Boxx Vass (AHFA), Jennifer Bowles (GPAEA-BASEC), Becky Falck (Sieda Family Support), Lynn Godwin (Sieda PAT), Jill Lane (FRC), Amy Norris Hernandez (ISU Extension-NEST), Cindy Shepherd (Cardinal CSD), Leann Andre (CCR&R), Christina Schark (SIMHC), Angie Mach (ISUEO-NEST), and Kathy Chamra (Sieda Child Development).

Staff Present: Pat McReynolds (Area Director)

1. Call to Order: The meeting was called to order by Board Chair, Greg Kenning at 3:45 PM. Quorum met (5:5).

2. Introductions: Introductions were made.

3. Approval of May 28th, 2014 Agenda: Desiree Johnson a motion to approve the agenda as written, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of April 30th, 2014 MWECI Board Meeting Minutes: Desiree Johnson made a motion to approve the March 26th, 2014 board meeting minutes as written, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.

5. MWECI Financial Business:

a/b. Pat McReynolds reviewed with the MWECI Board, the April 2014 monthly financial reports as provided by the fiscal agent. Desiree Johnson made a motion to approve the financial reports for April 2014, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.

c. Pat McReynolds shared that there are still some remaining administration funds that could be used to support the Eddyville Elementary School Library for providing space for the MWECI board meetings throughout the fiscal year. Desiree Johnson made a motion to support the Eddyville Elementary School Library for a one-time amount of \$250.00 to use as needed for providing space for the MWECI Board to meet, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.

d. Pat McReynolds shared copies of the area director's budget tracking to show that the fiscal agent's monthly report and year ending numbers were the same as the director's tracking. This will be important in future discussion concerning FYE 2014 carry forward funds.

e. Pat McReynolds shared copies of the individual contractor site reviews that were completed during the month of May 2014. Each contractor receives a copy of the site review for their records and a copy is also placed in the contractor's MWECI file for LOE reviews. Most contractors met all compliancy requirements. Primary area of concern was habitual lateness in monthly claim due dates.

f. Pat McReynolds shared and reviewed a copy of the FYE 2015 budget allocations for all ECI areas with the board. Both School Ready and Early Childhood funding categories are determined by a different demographic formula which causes the funding amounts to change from year to year. Changes in demographics in our two county area caused an increase in School Ready funding (fewer ECI areas) and a decrease in Early Childhood funding (loss in # of FIP recipients). Total amount of School Ready funding expected: \$460,720.00 (increase of \$7,771.00 or 1.7%). Total amount of Early Childhood funding expected: \$215,720.00 (decrease of \$11,054.00). Overall a decrease of \$3,283.00 less than received for FYE 2014.

g/h. Pat McReynolds proceeded to review a FYE 2015 preliminary budget proposal including categorical funding for the eight current contractors, utilizing unencumbered funding and projected carry forward funding. Pat reminded the Board that at the last meeting the eight current contractors were asked to submit a FYE 2015 budget based on their FYE 2014 reward and including COLA increases. Pat also reminded the Board that it is a complicated process to award funding and

to provide for cost allocation from a variety of funding categories that have different guidance as to how the money can be utilized. The FYE 2015 preliminary budget has tried to reflect all of these complexities. Bottom line conclusions are that there is enough funding for the eight current contractor's minimum budget requests including COLA increases as well as for the fiscal agent and area director to also receive COLA increases. However, there were three contractors seeking additional funds due to a variety of "growth" circumstances. The MWECI Board chose to vote on each individual contractor's FYE 2015 funded award as separate business items. All awarded funding includes cost of living allowances as requested by contractors.

i-1. Child Care Nurse Consultant services are concrete and promote best practice. American Home Finding Association has consistently utilized their MWECI funding for the past 5 years. There is need in the Mahaska Wapello ECI area for additional nursing consultant services that could also include family support programs health supports. **Deb Deere made a motion to award American Home Finding Association (AHFA) the amount of \$65,401.00 in MWECI funding for FYE 2015 Child Care Nurse Consultant services, Joy Prothero 2nd the motion. Tom Lazio abstained. All other Board Members present approved, motion passed.** This should allow AHFA to increase the Child Care Nurse Consultant's hours to 0.70 FTE.

i-2. The Cardinal Community School District and Sieda Head Start 3Y Preschool Partnership has provided evidence-based quality preschool programming for the past 5 years. The school district has consistently spent awarded funds with exception to the days school was cancelled for weather conditions. There is a need for expansion of services (all day) as evidenced by increased enrollment numbers. A third classroom for 3Y olds is needed. The school district is committed to providing services and funding for these children. **Deb Deere made a motion to award the Cardinal Community School District, in partnership with Sieda Head Start, the amount of \$95,000.00 in MWECI funding for FYE 2015 3Y Preschool services, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

i-3. BASEC program services have increased in depth and purpose over the past 5 years to include the Family PBIS Workshops and Community Wide PBIS awareness. Great Prairie AEA has consistently utilized their MWECI funding for the past 5 years. There is need in the Mahaska Wapello ECI area for additional Family Workshop services that has been evidenced by the requests for such services in both counties. **Deb Deere made a motion to award Great Prairie Area Education Agency (GPAEA) the amount of \$146,730.00 in MWECI funding for FYE 2015 BASEC-PBIS services, including expansion into family support services through the Family PBIS Workshops and the Iowa Family Support Credentialing Program, Tom Lazio 2nd the motion. Joy Prothero abstained. All other Board Members present approved, motion passed.**

i-4. Child Care Resource & Referral and Child Care Consultant services promote best practice and QRS achievement for local child development home providers and licensed child care centers and preschools. Orchard Place houses the CCR&R program for our region and continues to build a positive relationship with MWECI and will spend all of their FYE 2014 awarded funding. **Joy Porthero made a motion to award Orchard Place (CCR&R Region IV) the amount of \$68,508.00 in MWECI funding for FYE 2015 Child Care Consultant services, including quality improvement incentive grants, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

i-5. The Sieda Parents As Teachers program has provided home visiting services in the MWECI area since January 2000. The Sieda Parents As Teachers Program recently received the Iowa Family Support Credential signifying excellence in their home visiting programming. **Tom Lazio made a motion to award Sieda Community Action the amount of \$185,155.00 in MWECI funding for FYE 2015 Parents As Teachers services, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.**

i-6. The NEST parent education services promote best practice and provide families with needed incentives. ISU Extension & Outreach of Wapello County has consistently utilized their MWECI funding for the past 5 years. The program also receives additional funding through Prevent Child Abuse Iowa – ICAPP funds. **Deb Deere made a motion to award ISU Extension & Outreach of Wapello County the amount of \$17,635.00 in MWECI funding for FYE 2015 NEST**

Parent Education services, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.

i-7. The Helping Hands Nurturing program has provided home visiting services in the MWECI area since July 2005. First Resources has utilized their full MWECI awarded funding for the past 3 years. The Helping Hands Nurturing Program will soon receive their Iowa Family Support Credential signifying excellence in their home visiting programming. **Joy Prothero made a motion to award First Resources Corporation the amount of \$51,307.00 in MWECI funding for FYE 2015 Helping Hands Nurturing Program services, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

i-8. The North Mahaska Community School District has provided their summer GAP Program, a kindergarten transition program for their community for the past years. The North Mahaska CSD has utilized their full MEWCI awarded funding each year. **Deb Deere made a motion to award the North Mahaska Community School District the amount of \$10,507.00 in MWECI funding for FYE 2015 Summer GAP Program services, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

6. Levels of Excellence / Corrective Action Plan Final Step:

a. Pat McReynolds briefly reviewed the revised MWECI Community Plan and the LOE Corrective Action plan and explained the next steps were to formally adopt the new community plan and send a copy to the state ECI office for their review, thus completing the final step of the corrective action plan. Upon receipt of the community plan, the ECI office will recommend to the state ECI Board at their June 6th, 2014 board meeting that the MWECI Board be awarded the “compliant status” for Levels of Excellence designation for this current LOE cycle. Pat also thanked Desiree Johnson and Deb Deere for going the extra mile as Board members in assisting with the LOE work. Copies of the MWECI Community Plan can be accessed by contacting the area director and it will be posted to the new website when it is ready for release.

b. Desiree **Johnson made a motion to approve the revised MWECI Community Plan and submit a copy to the state ECI office, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.** Desiree Johnson also expressed her thanks to all the board members for taking an active role in completing our LOE corrective action plan.

7. Community Updates and Opportunity for Input – FYI

a. Deb Deere provided an update about the Wapello County Partners for Children and Families (CPPC) monthly meeting activities. The next meeting will be held on June 5th, 11am-1pm, at the Correctional facility and be focused on group work on the four pillars approach of CPPC. Deb also provided a “save the date” for the Children’s Alliance annual golf tournament: August 16th, 2014.

b. Becky Falck shared that MIECHV program was continues to move forward with coordinated intake meetings every 2 weeks at the Pizza Ranch (12 noon) in Ottumwa. The community partners are learning more about each other’s programs. The next meeting date is scheduled for June 19th. She also shared that Wapello County MIECHV is fully enrolled with families.

c. Lynn Godwin, Sieda Parents as Teachers Program Manager, invited everyone to attend their Iowa Family Support Credentialing award ceremony on Friday, June 20th, 2014 at 2pm at their office.

d. Pat McReynolds also pointed out the flier in the board meeting packet regarding the Ottumwa Healthy Community Survey Forum on May 29th, 2014. The results of the survey completed during 2012-13 will be shared.

8. Agenda Items for Next Scheduled Board Meeting:

- a. Monthly Financial reports
- b. Area Director’s Updates
- c. Committee Updates
- d. Board Membership Recruitment
- e. Proposed FYE 2015 Budget Approval

Pending MWECI Board Adoption 06/25/14

9. Adjournment: Deb Deere made a motion to adjourn the meeting at 5:40 PM, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.

Respectfully Submitted By: Pat McReynolds, MW Early Childhood Iowa Area Director

Board Adoption Attested By: Tom Lazio, MWECI Board Secretary _____

NEXT MWECI Board Meeting: Wednesday, June 25th, 2014 @ 3:45 pm
Summer Schedule TBA – Ottumwa Location

NEXT Advisory Committee Meeting: Wednesday, June 19th, 2014 - 9AM-11:00AM
Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501

For questions concerning meeting location ADA accessibility or requests for assistance please contact the Mahaska Wapello ECI Director prior to the meeting.

The Mahaska Wapello ECI Open Records custodian is the Area Director, Pat McReynolds.

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